



STATE OF UTAH

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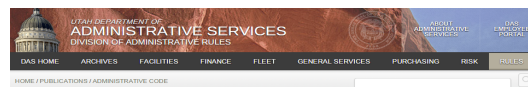
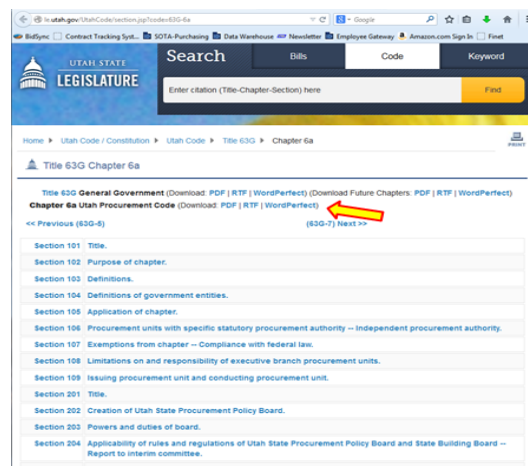
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PURCHASING UPDATE

PROCUREMENT CODE—LEGISLATIVE UPDATE

During the 2015 Legislative Session, changes to the Procurement Code and Rules were made. Updates have now been completed on the Legislative website. The Division of Purchasing highly recommends the reading of the Code by any individual whose primary job responsibility is purchasing. The Procurement Code is located at <http://le.utah.gov/UtahCode/section.jsp?code=63G-6a> and The Procurement Rules are at <http://www.rules.utah.gov/publicat/code/r033/r033.htm>

The pages offer downloadable versions of the entire code and/or rule, or the user has the option of viewing one section at a time.



UTAH ADMINISTRATIVE CODE

The Utah Administrative Code is the body of all effective administrative rules as compiled and organized by the Division of Administrative Rules (see Subsection 63G-3-10(2)); see also Sections 63G-3-701 and 702).

NOTE: For a list of rules that have been made effective since, please see the [codification report page](#).

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TITLE R33. ADMINISTRATIVE SERVICES, PURCHASING AND GENERAL SERVICES.

As in effect on May 1, 2015

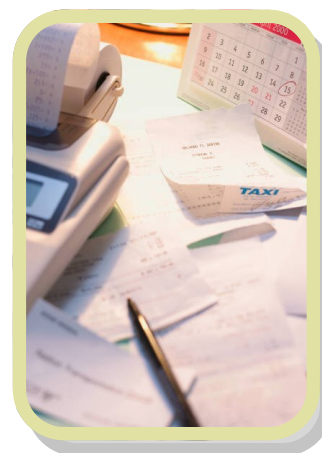
- Download all rules in the title in a ZIP file.
1. R33-1. Utah Procurement Rules, "General Procurement Provisions," Definitions, (Download the [RTF file](#))
 2. R33-2. Rules of Procedure for Procurement Policy Board, (Download the [RTF file](#))
 3. R33-3. Procurement Organization, (Download the [RTF file](#))
 4. R33-4. General Procurement Provisions, Qualifications, Specifications, and Small Purchases, (Download the [RTF file](#))
 5. R33-5. Request for Information, (Download the [RTF file](#))
 6. R33-6. Bidding, (Download the [RTF file](#))
 7. R33-7. Request for Proposals, (Download the [RTF file](#))
 8. R33-8. Exceptions to Procurement Requirements, (Download the [RTF file](#))
 9. R33-9. Cancellations, Rescissions, and Debarment, (Download the [RTF file](#))
 10. R33-10. Preferences, (Download the [RTF file](#))
 11. R33-11. Form of Bonds, (Download the [RTF file](#))
 12. R33-12. Terms and Conditions, Contracts, Change Orders and Costs, (Download the [RTF file](#))
 13. R33-13. General Construction Provisions, (Download the [RTF file](#))
 14. R33-14. Procurement of Design-Build, Transportation Project Contracts, (Download the [RTF file](#))
 15. R33-15. Architect-Engineer Services, (Download the [RTF file](#))
 16. R33-16. Controversies and Disputes, (Download the [RTF file](#))
 17. R33-17. Procurement Appeals Board, (Download the [RTF file](#))
 18. R33-18. Appeal to the Utah Court of Appeals, (Download the [RTF file](#))
 19. R33-19. General Provisions Relating to Protest or Appeal, (Download the [RTF file](#))
 20. R33-20. Records, (Download the [RTF file](#))
 21. R33-21. Interaction Between Procurement Units, (Download the [RTF file](#))
 22. R33-22. Reserved, (Download the [RTF file](#))
 23. R33-23. Reserved, (Download the [RTF file](#))
 24. R33-24. Unlawful Conduct, (Download the [RTF file](#))
 25. R33-25. Executive Branch Insurance Procurement, (Download the [RTF file](#))

TAX EXEMPTION FORMS

The tax exempt form posted on the Purchasing website is for use when purchasing from State Cooperative Contracts. To avoid billing problems, make sure that the vendor knows that State Purchasing is not the billing entity.

Agencies should use their own tax ID when making

purchases that are not on a state cooperative contract. A copy of the form can be found on the Department of Tax Commission's website by following this link <http://tax.utah.gov/forms/current/tc-721g.pdf> Check with your accounting group for your tax ID number or contact the Tax Commission directly.





PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The Division of Purchasing is pleased to announce the *Procurement Education Partnership Seminar*. The seminar will be held Tuesday, June 23 from 9 AM—4 PM and is jointly hosted by the State of Utah, Division of Purchasing, and the National Association of State Purchasing Officials (NASPO).

This seminar will offer an insight into the entire public procurement process.

Procurement Code—Kent Beers, Chief Procurement Officer/Director of Purchasing

- How the Procurement Code applies to the different types of public entities
- Who has independent authority

State “Best Value” Cooperative Contracts—Jeff Mottishaw, Purchasing Manager.

- When is a cooperative contract appropriate
- How to search for the cooperative contracts
- Reading the contract summary document
- Buying from cooperative contracts

Value Point—Vern Jones, C.P.M. Education and Outreach Coordinator, NASPO ValuePoint

- Public Cooperative Contracting

Small Purchases—Tara Eutsler, Contract Analyst

- Rules that govern the buying of small purchases
- Delivery charges & small purchases
- Bring your small purchase questions

IFB, RFP, RFSQ, & Professional Service Procurements—Jennifer Salts, Assistant Director, Technology & Contracts

- Determine which type of solicitation to use for your procurement
- What is unique about the RFP Process

- Filling out the IFB or RFP questionnaire
- What is an RFSQ
- Professional service solicitations

Procurement Score Sheets—Jeff Mottishaw, Purchasing Manager.

- How the RFP score sheet works
- Examples of scoring for projects

Procurement Problems—Panel

- Question & answers

The PEP seminar includes lunch for those who register and attend the full-day session. There is no cost to attendees for the seminar or the lunch.

To register for the seminar, go to <http://goo.gl/forms/x2apfxWXZR> (CTRL-click on the link).

When your registration is complete, you should see a page similar to this one at the right. If you do not see the notice to the right, then the registration was not complete.

YOU ARE NOW REGISTERED TO ATTEND:
NASPO Public Procurement Seminar
Tuesday, June 23, 2015
9 AM - 4 PM
State Office Building, Capitol Hill
1st Floor Auditorium

PLEASE MARK THIS ON YOUR CALENDAR TODAY.

NOTE ---> GOOGLE WILL NOT SEND YOU AN EMAIL

Google does not send you an email nor does it set the date on your calendar. We recommend that you print the flier on the next page as a reminder. A few days prior to the seminar, Tara Eutsler will send a reminder to all who have pre-registered. If you do not receive an email by June 19, please contact Tara to determine if your registration was received.

The Division of Purchasing will have a webinar available for those who have a distance to travel. We believe that we have ironed out all the wrinkles in that program. If you would like to attend via webinar, register here: [Webinar Registration Link](#) (CTRL-click on the link). Further information concerning the webinar will be given to those registered individual in mid-June.



PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

Hosted by State of Utah Division of Purchasing

Topics & Presenters:

<i>Procurement Code</i>	Kent Beers
<i>State “Best Value” Cooperative Contracts</i>	Jeff Mottishaw
<i>Value Point</i>	Vern Jones
<i>Small Purchase Training</i>	Tara Eutsler
<i>IFB, RFP, RFSQ, & Professional Service Procurements</i>	Jennifer Salts
<i>Procurement Score Sheets</i>	Jeff Mottishaw

June 23, 2015

9 AM—4 PM

Utah State Office Building, Capitol Hill

Lunch will be served

There is no cost to attend this training

Register early to secure your seat.

On Location Attendance Registration ►►► <http://goo.gl/forms/x2apfxWXZR>

Webinar Registration ►►► <http://goo.gl/forms/GGkYt1IfBv>

PERSONNEL CHANGES IN THE DIVISION OF PURCHASING

We have had to say good-bye to a few of our employees in the State of Utah Division of Purchasing.

Larry Thacker retired on May 1, 2015, after a very successful 29+ years career with the Department of Administrative Services, Division of Purchasing. Among Larry's many accomplishments, he served as the lead for a very successful multi-state cooperative effort. Specifically, he led the NASPO ValuePoint (formerly WSCA) contracting effort for the Walk-In Building Supplies. This contract offers a discount for walk-in building supplies and has greatly reduced administrative time and expenses for many purchasing organizations. He served as a sourcing team member for the multi-state cooperative for office supplies and MRO.

Reed Taylor is retiring on June 1, 2015, after a very successful 26+ years career with the Department of Administrative Services, Division of Purchasing. Among Reed's many accomplishments, he also served as the lead of a very successful multi-state cooperative effort. Specifically, he led the NASPO ValuePoint (formerly WSCA) contracting effort for Tires and Tubes including Maintenance and Repair. This is a multi-million dollar contract that is utilized to make purchases by nearly every state in the

nation. Reed served as the State's fuel buyer for many years. He also represented our office as part of the Educational Procurement Advisory Council (EdPAC) assisting in putting together an annual buyers conference for all public purchasing agents in the State of Utah.

Both Larry and Reed leave behind a legacy of professionalism and knowledge that will benefit our office for years to come and they will be greatly missed.

Chris Bruhn, Research Analyst and Contract Analyst, has found a position at USOE. **Tyler Barnes**, Purchasing Agent, accepted a position at UDOT.

Dana Edwards, Purchasing Technician, is now with DFCM. **Zach Derr**, Purchasing Agent/Contract Analyst, has accepted a position in the private sector.

Patricia Yacks has moved to the DAS office and **Makayla Hardy** is now with the Division of Purchasing.

Makayla Hardy is now responsible for the tracking of agency contracts. Contracts being sent to State Purchasing should be addressed to Makayla at mailbox 141061. Questions regarding the location of a contract or FINET problems with an agency contract should be addressed with Makayla (801-538-3151) or mhardy@utah.gov.



STATE OF UTAH

Division of
Purchasing
3150 Sate Office
Building
Capitol Hill
Salt Lake City, UT
84114

Interdepartmental
Mailbox: 141061

**We're on
the Web !**
purchasing.utah.gov

This newsletter was
edited by Ann Schliep. If
you have any questions
or comments, please
email them to
aschliep@utah.gov

DID YOU KNOW?: STATEWIDE BEST VALUE COOPERATIVE CONTRACT FOR GROUNDS MAINTENANCE EQUIPMENT

By: Ann Schliep

Did you know that the State of Utah has eleven Best Value Cooperative Contracts for Grounds Maintenance Equipment? They are:

MA2180 RMT Equipment
 MA2181 Stotz Equipment
 MA2182 Vermeer Rocky Mountain
 MA2183 Jacobsen Professional Lawn Care Inc.
 MA2184 Deere & Company
 MA2185 Goodfellow Corp.
 MA2186 Terrain King Corp.
 MA2187 Bonneville Equipment Company
 MA2188 Turf Equipment & Irrigation Co.
 MA2189 Pioneer Mfg Company
 MA2190 United Service & Sales

Each company has offered a variety of items from

large farm tractors to hand-held blowers. Some offer items for golf courses and others for parks. There is a large variety of items and brands to choose from.

The items have a minimum percentage off catalog. Be sure to ask if the vendor is willing to offer a higher percentage off the items you are ordering.

Please contact Ann Schliep at aschliep@utah.gov or 801-538-3421 for any questions regarding the contracts.



CONTRACT CANCELLATION: MEDICAL, HOSPITAL AND PERSONAL CARE ITEMS (MMCAP)

By: Brenda Veldevere

There have been some changes with the State of Utah/MMCAP Medical Supply Contracts that users of these contracts need to be aware of.

First, Cardinal Health's physician office business has been purchased by Henry Schein. Effective Monday, May 4, 2015, Cardinal Health contract MA477 was canceled.

Second, World Medical Government Solutions (WMGS) has been purchased by McKesson Medical Surgical. Effective, Monday, June 1, 2015, WMGS' contract MA2013 will be canceled.

Users of these two canceled contracts will need to start using the following State of Utah/MMCAP contracts:

MA264 Medline Industries (This contract has potential contract renewals through 05/31/2017).

MA310 McKesson Medical Surgical (This contract has potential contract renewals through 07/31/2017).

MA2204 Henry Schein (This contract has potential contract renewals through 09/30/2017).

If you have questions relative to the State of Utah/MMCAP Medical Supply Contract, please email Brenda Veldevere at bveldevere@utah.gov.



STATE OF UTAH DIVISION OF PURCHASING:

SOURCING TEAM RECRUITMENTS

We are preparing for the re-solicitation of several Statewide Best Value Contracts and are seeking volunteers to serve on the sourcing teams. We would like to hear from you if you are willing and able to devote the time and have some expertise and/or interest in the products and services. Please contact the agents listed below to find out more information on the time commitment and process.

Shelving & Filing Systems—Mobile and Stationary

Current Contracts: MA1943 and MA1231

Agent Contact: Terri O'Toole, (801) 538-3147

totoole@utah.gov

Scientific & Graphic Calculators & Related Accessories

Current Contract: PD1891

Agent Contact: Yolanda Larrymore, (801) 538-3141

yarrymore@utah.gov

Mapping & Survey Grade GPS hardware, Software & Training (LEICA)

Current Contracts: MA028, MA027, and MA026

Agent Contact: Yolanda Larrymore (801) 538-3141

ylarrymore@utah.gov

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Mailroom Equipment, Supplies & Maintenance (WSCA) Addressing Systems, Tabbing & Labeling Systems, Meter Rental, Integrated Mailing & Accounting Software, Scales, Folders, Inserters, Letter Openers	MA2194	Francotyp Postalia dba: FP Mailing Solutions, Inc.	04/20/2015-10/11/2016	

EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Construction—Job Order Contracting	MA244	A J Construction, Inc.	05/01/2012-05/01/2016	Increase in Adjustment Factor.
Construction—Job Order Contracting	MA241	Okland Construction	05/01/2012-05/01/2016	
Construction—Job Order Contracting	MA243	Benstog Construction Corporation	05/01/2012-05/01/2016	
Construction—Job Order Contracting	MA245	C R C Construction, Inc.	05/01/2012-05/01/2016	

EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Portable Breath Alcohol Tester	MA913	Lifeloc Technologies, Inc.	03/31/2015	Will no be renewed.
Portable Breath Alcohol Tester	MA915	CMI, Inc.	03/31/2015	Will not be renewed.
TS-2 Traffic Control System & Components	MA722	Econolite Control Products Inc.	05/04/2015	Will not be renewed.
TS-2 Traffic Control System & Components	MA723	Gades Sales	05/04/2015	Will not be renewed.